



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Alcohol and Drug Abuse

Division: Central Office

Sub-Section:

TITLE: Abuse and Neglect Investigations

CUTOFF: EOSFY

DESCRIPTION: Incident Reports, Complaints, including findings and correspondence.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 19152

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979

TITLE: Certification Standards/Certified Programs

CUTOFF: EOSFY

DESCRIPTION: Alcohol and drug abuse program standards, revisions, correspondence, survey reports.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 6204

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979

TITLE: Clinical Review Program and Records

CUTOFF:

DESCRIPTION: Substance Abuse Traffic Offenders Program (SATOP), Oxford House

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19149

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Alcohol and Drug Abuse

Division: Central Office

Sub-Section:

TITLE: Methadone

CUTOFF: EOFFY

DESCRIPTION: Federal regulations, requests for information, state standards, approved sites, correspondence.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 6205

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979

TITLE: Prevention

CUTOFF:

DESCRIPTION: State and federal programs/projects, funding reports, audit and site survey reports, correspondence.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6211

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979

TITLE: Programs Initiatives and Special Projects

CUTOFF: EOSFY

DESCRIPTION: Correspondence or related materials regarding policy, administration, and quality management for the Comprehensive Substance Treatment and Rehabilitation (CSTAR), Compulsive Gambling, and Synar/Tobacco Compliance programs

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 19143

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Alcohol and Drug Abuse

Division: Central Office

Sub-Section:

TITLE: Purchase of Service Programs

CUTOFF:

DESCRIPTION: Contractual requirements, correspondence, audit and site survey reports.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6209

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979

TITLE: Tobacco Investigation Forms/Evidence

CUTOFF:

DESCRIPTION: Tobacco Investigation Forms/Evidence

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19147

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979

TITLE: Training Files

CUTOFF:

DESCRIPTION: Contracts, projects and course information.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6206

SERIES STATUS: Approved

APPROVAL DATE:

1/22/1979